



EMPLOYMENT OPPORTUNITY

1. RPA #	10577-OHR
ANALYST'S INITIALS	DR
DATE	10/16/2015

YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.

CLASS TITLE Associate Personnel Analyst	POSITION NUMBER 306-271-5142-058	TENURE Permanent	TIME BASE Full Time	CBID C01	
OFFICE OF Human Resources	LOCATION OF POSITION (CITY or COUNTY) West Sacramento			MONTHLY SALARY \$4,600 to \$5,758	
SEND APPLICATION TO: Office of Human Resources 707 3rd Street, Suite 7-130 West Sacramento, CA 95605 Attn: Eagen Patterson	REPORTING LOCATION OF POSITION 707 Third Street 7th Floor, West Sacramento 95605				
	SHIFT AND WORKING HOURS Days – 8:00 am to 5:00 pm				
	WORKING DAYS, SCHEDULED DAYS OFF Monday through Friday, DAYS OFF: Sat/Sun				
	PUBLIC PHONE NUMBER (916) 371-2453	PUBLIC PHONE NUMBER			
SUPERVISED BY AND CLASS TITLE Staff Services Manager I				FILE BY 11/13/2015	

May be downgraded to Staff Services Analyst for recruitment purposes.

The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

All work is to be accomplished in accordance with civil service laws and rules utilizing the California Code of Regulations, Personnel Management Policy and Procedures Manual (PMPPM), Classification and Pay Guide, Personnel Management Liaison Memos (PMLs), California Human Resources (CalHR) Pay Letters and State Personnel Board (SPB) Pinkies, Guide to Employee Conduct & Discipline, Memorandums of Understanding, Adverse Action Manual, Precedential Decisions, Employee Assistance Program, Mediation Program, the Selection Manual and Federal Uniform Guidelines on Employee Selection, or issued Human Resources Memorandum.

ESSENTIAL FUNCTIONS OVERVIEW

Under the general direction of a Staff Services Manager I in the Office of Human Resources, the incumbent will perform complex, Classification and Pay analytical duties for assigned DGS Offices and/or Boards & Commissions. The incumbent will promote and be accountable for customer satisfaction and quality service and will initiate or recommend changes that promote innovative solutions to meet customer needs.

For a complete Duty Statement, please click below:

[APA Duty Statement](#) or [SSA Duty Statement](#)

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

CLASS TITLE Associate Personnel Analyst	POSITION NUMBER 306-271-5142-058	RPA NUMBER 10577-OHR	FILE BY 11/13/2015
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DESIRABLE QUALIFICATIONS

- Experience in human resources related work.
- Experience analyzing situations and adopting effective courses of action.
- Experience analyzing and interpreting laws, rules, and regulations.
- Ability to maintain confidentiality of sensitive personnel related work.
- Experience providing quality customer service.
- Experience working with the automated Activity Based Management System (ABMS).
- Experience working with control agencies: SPB, CalHR, SCO, CalPERS.
- Excellent organizational skills.
- Focused attention to detail and follow-through.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES

- Ability to perform efficiently and effectively under deadlines and pressure.
- Wear business dress in accordance to office environment.
- Select, access, and use necessary information, data, and communications-related technologies such as personnel computer applications, telecommunications equipment, Internet, voice mail, etc.
- Ability to multi-task with changing priorities.

SELECTION CRITERIA

- SROA/Surplus employees are encouraged to apply and will be considered prior to other recruitment methods.
- Transfers, reinstatements, Training and Development Assignments (T&Ds), or recruitment from the employment list may be considered.

NOTE: All applicants must meet the minimum qualifications for the classification in order to be eligible for appointment or transfer to the position. Your application must clearly demonstrate how your experience meets those qualifications. To view the minimum qualifications listed in the Class Specification, click below:

[APA Minimum Qualifications](#)
[SSA Minimum Qualifications](#)

- Consideration may be given to applicants on another department's employment list if certain criteria are met.
- Applications will be evaluated based on eligibility and desirable qualifications and interviews may be scheduled.

HOW TO APPLY

If interested, please submit a completed standard State application (Std. 678) and any other relevant documents (cover letter, resume, copy of diploma etc.) to the address listed.

Please include RPA # 10577 and indicate your eligibility on your application.

Emailed applications will not be accepted. Do not include page 5 of the application.

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